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**Questions from the Supplemental Educational Services Meeting
Edited September 1, 2005**

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Please keep in mind that the questions and answers here are based on those that were discussed during the Vendor Provider Meeting in Frankfort on August 23, 2005. These included questions that were submitted online prior to the meeting. This list will be updated after the next set of questions is submitted on August 29.

If you have further questions, please submit them by email kderfp@kde.state.ky.us by August 29, 2005 and we will address them.

Question: Does everyone have to apply?

Answer: The standard has been increased and improved – everyone has to reapply.

Question: As a school, do they register as a new emerging program?

Answer: Designed for faith-based programs, a school would not qualify for that. If you have been a provider but not a school district – you would apply for full approval.

Question: What kind of supplemental services have you offered in the past? Would they say no?

Answer: If you are new to SES, you would respond “none”. If you wish, you may include other tutoring services provided.

Question: What is required in the financial statement?

Answer: They are looking for evidence that you are solvent – not going to fold up and disappear next week – a statement from the bank saying that you have an account in good standing – schools will have statements that can show their solvency – that we’re not going to become your primary source of income

Question: How many windows for the application process?

Answer: One application window every year. Once approved, you will be on the list as long as you are in accordance with your contract.

Question: What services can we offer this year if they differ from last year?

Answer: Stay with the wider spectrum so that you don’t have to amend later. If you are currently on the list you need to amend the application if future services will differ.

Question: If we are on the list now and want to add to what we have originally, is now

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the time to do it?
Answer: Yes now is the time.

Question: We are serving just one county but want to spread to another, is there an amendment process?

Answer: Right now no but there will be in the future.

Question: Can a minimum number of students be set?

Answer: Should not set the minimum to a certain number. It hurts you as a provider and the kids.

Question: If we are going to establish in a county that we don't serve – How long do they have to set up services – do we have the entire year – start in a certain timeframe?

Answer: Really need to start immediately. Remember as a school district offering supplemental services, the district has to by law start the services as soon as they possibly can – expect the districts to begin talking to parents.

Question: If a program requires a group setting and there are not enough students for the group, can adjustments be made?

Answer: You should adjust the numbers but not the program.

Question: With this application can you add or take out?

Answer: Yes, this is a brand new application.

Question: If you weren't an SES provider in the past but do have data that has been kept....although they haven't provided the services can they answer?

Answer: Yes as long as they are educational services you can answer the questions.

Question: Who does the actual reading or if there is an error will there be questions given back?

Answer: No. The reading is done by an outside agency. Readers outside the department will include scores and comments from readers and get info back to the providers.

Question: Is it ok to use research projects that the company has done?

Answer: Yes

Question: Does the application have to be double-spaced?

Answer: Yes – use Times New Roman

Question: is there a process in place if provider was approved and then no longer approved?

Answer: Right now no.

REMINDER: Some of the questions say and/or but please provide what you do have.

Question: Do the first 4 questions deal with a school?

Answer: Yes

Question: If something is missing when we turn it in will we have an opportunity to respond?

Answer: No

Question: What information do we need if we are using other organization's facilities?

Answer: Include letters that you have somewhere to provide the services. Schools are not required to let you in, even if they are providing services. You should include a short letter stating that you've been allowed to use whatever specific facility. (Section 2)

Question: If multiple counties are being served, do we have to provide locations for all of them?

Answer: Yes.

Question: If we serve 28 districts should we get an agreement with all of those districts?

Answer: Yes, you would need to this in advance. Amendment process not in place – Looking at having that in place by the spring semester – you can go to the websites and see Tier 2 schools – those are the schools that the district must offer free & reduced services to.

Question: What is the turn-around time?

Answer: September 6th (deadline) / September 26th (posted info) – check the website – you can check that quicker than waiting on the letter.

Question: How long are they able to provide services if not approved?

Answer: Until the end of the calendar year. You have to contact parents and let them know they need to find a new provider – they have a 3-month period to make a transition.

Question: Will you have to have a new window of enrollment for parents if they were being served by a provider that does not get approved under the new application?

Answer: There is just one overall window but districts will set-up new enrollments for parents.

Question: What would cause a current provider not to be approved?

Answer: Nothing specific. The discretion is up to the readers according to the new rubric.

Question: If retired teachers form an entity do they have to have liability insurance?

Answer: If they are providing services then they act as a company – they have to have insurance just as a provider would. They should check with their

insurance provider, not an employee of the district (separate entity).

Question: If schools become a provider, what sort of liability insurance do they need?

Answer: Same that covers the district.

Question: Can satellite locations operate under SES license?

Answer: Yes, if they are listed in the application. If you expand afterwards, then the application needs to be amended.

Question: How do you arrive at the maximum numbers?

Answer: Consider capacity (referenced in question #14)

Suggestion from group – Look at counties surrounding office (as far as numbers for an estimate).

Question: If you are new and emerging and have 4 sites within one county – does the cap refer to your site or your organization as a whole?

Answer: Organization as a whole.

Note- New and emerging refers to those that are just getting off the ground (churches that have doing this in the basement and are now expanding.)

Question: Are only free & reduced lunch students eligible for SES?

Answer: Yes

Question: How do we respond to Part J1 & J2 Compliance with Federal, State and Local Health & Safety Standards and Part and Compliance with Federal, State and Local Civil Rights?

Answer: They are looking for a signed letter that you are in compliance. You should do everything in your power. (ex. building inspections)

Question: Some of the questions cannot be adequately addressed in space allotted. What do we do?

Answer: The application was not released initially in word format; any text changes to the actual application will invalidate the application. We expect to see the full exact application back. You may need to add attachments, which is ok. However, if it says 2-page limit – it is limited to that.

Question: Has the 3000 character maximum been omitted?

Answer: Yes

Question: Should we provide Scientific data that is lengthy, condense, or include best practices?

Answer: Both

NOTES:

NCLB scores are available.

Diane Robertson - State information from last years CATS & Aug NCLB & briefing information are available on the web.

Dawn Offutt - "and/or" on the application means that it doesn't have to be provided if you don't have access.

Think before you listing yourself as STATEWIDE. If you are not geographically close, you must already have a satellite site. If you do list yourself as STATEWIDE, you are expected to provide services for all within the state that ask.

Question: Will no traveling expenses be reimbursed? What if you are mobile? You can't bill gas into your per student cost?

Answer: If building into cost, yes...can't bill separately.

Question: If we have a site in Nelson, can we only use that site to serve Nelson County?

Answer: You may provide services to other counties, but you must provide that as information to the parents.

Question: We have a site across the state line. Can students choose to use that site if it is closer for them?

Answer: Will look into that. My initial assumption is that it is up to parents...will let you know.

Question: Wouldn't it benefit a district to know in advance providers who provide services?

Answer: The districts have to wait until the providers are approved.

Question: We are getting lots of phone calls from districts. Should there be letters to districts with the areas that are served?

Answer: Districts have the right to call and ask for services. If you choose to serve a district not listed on your original application, you would need to amend.

Question: What if a provider is approved as statewide, and a Corporation is willing to do the service?

Answer: If statewide, then the service has to be available; it is at the parents discretion.

Question: Letters listing all providers went out and we got back questions asking for a teacher list?

Answer: The district cannot give the provider a list of eligible children. They can provide parents with a list of the SES provider available.

Question: Under the grade levels served, should we answer "0" since we are a new provider?

Answer: Yes, put zero if you are a new provider. This part of application is just for informational purposes. If you are a school providing the services, you can choose to put in the schools population there.

Question: Can SES providers look up free/reduced lunch under Title I? Can we notify parents?

Answer: Free & reduced lunch & those serviced by title I funds are two different things. Also, the names of free & reduced lunch students are not sent out without the parents expressed consent.

Question: How much money does a districts usually spend on SES?

Answer: Diane Robertson- District has to spend an amount equal to 20% of the district allocation if they are identified as Tier 2 or above. The district can get the money from different sources; it is not required to come from title I funds. The per pupil expenditure amount is equal to the Title I allocation divided by the census poverty population. Either that amount or the actual cost for the services (whichever is less) SES providers can look on allocations. The Federal allocations are listed on www.ed.gov. If you are looking at their website, they will give you the amounts, but that is before the state takes off monies required such as administrative.

Question: What is the latest census poverty data date?

Answer: 2002

Question: Is everything with the state in line with federal guidelines?

Answer: Yes

Question: If we are approved statewide, when are we required to serve students in requesting counties? For example, if a county if far-eastern or far-western Kentucky contacts us, must we provide services immediately or would we have some time to establish a satellite, and hire and train tutors?

Answer: ASAP, so that they are available when districts ask.

Question: Is it a requirement to list the maximum amount?

Answer: Yes

Question: Can the services provided include equipment expenditure? Can you ask for money up front to cover the costs for equipment?

Answer: Payment is after the services are provided. There is no up front money.

Question: What is typical?

Answer: Provider gives the district information and then the district sends you an invoice.

Question: Do you contract with each district?

Answer: Yes

Question: How do you answer the hourly rate changed or weekly rate charged? Providers do it differently. You can provide rate of how you usually charge.

Question: After school programs for entire school year are hard to calculate; what should I do?

Answer: We need it broken down to however you usually charge.

Note from Audience- We use a spreadsheet for kids to keep track.

Question: Did any providers develop a service and lose it last year? Or maybe not have any students or parents request their services?

Answer: No, not last year, but that possibility exists. Parents make final decisions. I suggest that you prepare for, and present well at provider fairs.

Question: Can you market your services?

Answer: Yes, but through districts only. No mailers to parents.

Question: Provider canvassing around schools...where is fine line?

Answer: It is a fine line. In essence, it is not allowed.

Question: Can we do a press release?

Answer: Yes, but you must acknowledge there are other providers.

Question: Even marketing material must say that we are one of many?

Answer: If it is a Company promotional thing, then no, but you should still consider it. It is good to reference KDE's website, where we list all providers approved.

Note- District supervisors must be kept in loop...everything happens through them. If you violate the assurance, then you will be removed as a provider.

Question: How do we get a list of EIA?

Answer: You have to go to their website. It is formed under the Office of SES. There is a link on our website to theirs.

Question: What is the total number of points needed on application for approval?

Answer: 75 out of 100. Our previous score was set at 70, but the goal NCLB is proficiency for districts, so we agreed that we should get proficient providers.

Note- The grading rubric has been improved to include partial points.

Question: When is the next application due?

Answer: Amendment will be implemented by January 2006.

Question: When will the next round be?

Answer: Summer 2006. There will not be another round for all providers to apply again unless there are changes to laws, which is always possible.

Question: What If a provider has changes?

Answer: Submit an amendment.

Question: Pg 12, links to scientific research.. What are your thoughts on how we relate?

Answer: Staying in line with KY Core content, and you should show links that go along with KY expectations.

Question: Are contractual services agreements in the SES Toolkit a recommendation or requirement?

Answer: Recommendation. These have been reviewed by our legal department and approved.

Question: Tool Kit, attachment 20 Appendix E.... May they modify?

Answer: We are still modifying the monitoring process. Every piece in the tool kit is samples of information that we are looking for. It is just to your advantage to have them.

Question: Can district require that this is the format we want our data synthesized in?

Answer: District can't impose any changes in program that has been approved at the state level. They can request, but providers aren't required to do so.

Question: Is there a federal timeline for districts to spend SES funds?

Answer: The district must spend SES funds each fiscal year. Expenditures are set federally until 2007. You must however, consider census poverty changes.

Question: How long it will last?

Answer: SES providers are working to put themselves out of business. As long as there is a need, my guess is SES will be available. Research will be looked at by congress as to how it is helping students.

Questions submitted on the web August 26, 2005

Question: When there is a page limit listed - are any attachments allowed (in addition to the page limit for response)?

Answer: Attachments may be used to address the page limits (for example: "limit two pages" where there is only a small box) but no attachments beyond the listed page limits are allowed. The readers will not address anything beyond what is requested.

Question: What type of license for health and safety is required?

Answer: This will depend on your particular status as a business. You will need to refer to local government for specific information on needed documentation for health and safety compliance. If you are providing services in a school building, the school will have documentation on record. If you are providing space for services, the location will have to meet established local guidelines for health and safety. If you are providing services online this will not be necessary **unless you are also providing the physical space for access to computers.**

Question: Essay L - is it 650 or 3000 character max?

Answer: It is 650 characters (including spaces).

Question: On the electronic copy (CD or disk) of the application, do the attachments need to be included or just the narrative explanations? E.g. do we need to scan all copies of tax returns, reference letters, etc?

Answer: You do not need to submit an electronic copy. It was left on the application as an oversight.

Question: p. 11 #5 This sounds like a requirement for an after school—at-school—program. How many students in targeted schools have failed a grade?? Information from district needed.

Answer: You need to know about the students you intend to serve. The information listed on the application is “for example”. You are aware that you are dealing with low income/low achieving students. Also consider the entirety of the statement – *“Include an explanation of data collection strategies that would show evidence of effectiveness in the future”*

Question: p.11 #6 Quantitative data @ state...school district your program plans to serve...(demographic data)

Answer: **I am not sure what the question is here, but you can request this basic information from the district... Also consider that you do not need to complete these questions as they are for new and emerging applicants.**

Question: p. 11 #4 I assume letters from parents are sufficient?

Answer: **Yes. It is listed as one of the suggested (such as) items.**

Question: p. 11 #2 Provide evidence your program has a positive impact.....(i.e., a test your developed AND using school grades, homework completion or school/teacher administered subject area tests—cite available research—I’m lost—District research???)

Answer: Show evidence, based on your research (i.e. a test you developed), that your program has been effective in the past (cite available research studies) If you have not provided in the district before, you would not have any of this data for this district. Again, this is concerning YOUR research.

Question: p. 11 #1 Provide evidence—I assume this is data for any state and the section I already prepared is good.

Answer: **Having not seen the section you already prepared I could not effectively answer this question.**

Question: p. 12 Do they want research from the literature on direct instruction?
K-3 reading instruction: administer and provide formative and summative reports using the KY Early Childhood Continuous Assessment Guide.

Answer: **Show how your past work connects with the stated document. It is a 240-page document so summary would be a good approach.**

- Question:** p. 13 old form—have Standards and Indicators. Need 1 more correlation—KY Core Content?
- Answer:** **Yes. The changes made in the new application bring us in to accordance with the Federal guidance as well as corrects oversights on the old application.**
- Question:** p.14 What kind of ongoing assessment is needed for middle and secondary math? Initial assessment: WJ III ACH Math calculation and problem solving. Students use textbook. I put this in the appendix on the first round, but I see no provisions for that now.
- Answer:** *From application p. 14, section E.* “Your application in this area will be evaluated based on the extent to which you clearly describe the practices you use to evaluate and monitor student’s progress towards clearly identified goals.” The ongoing assessment used should be based on your program of services.
- Question:** p. 17 Audited financial statement: IMPOSSIBLE without an audit—banking professionals will not sign off on that. Audits are expensive and time-consuming. How about December 2003 and 2004 bank statements?
- Answer:** **The December 2003 and December 2004 bank statements will be enough to address this section.**
- Question:** Copy of legal status: Is LLC document sufficient?
- Answer:** *From Page 17, Section I, # 2:* “Copies of your business license or formal documentation of legal status for conducting business in Kentucky or another state.” In accordance with the application, yes, that will suffice.
- Question:** p. 18 Civil Rights Practices—submit evidence that ER complies with civil rights practices for teachers and students.
- Answer:** **A letter to that effect (“we are in compliance”) from the applicant will suffice as evidence. Understand that applicant found to be in violation of said laws will be IMMEDIATELY removed from the list and no longer allowed to provide services in Kentucky.**
- Question:** Need a copy of IDEA and ADA requirements.
- Answer:** **Check www.ed.gov.**
- Question:** Provider’s Description (3,000 characters) Is that 350 words? Why the switch from page length?
- Answer:** **350 characters (including spaces) is the space allotted for the online descriptions of approved providers. Anything longer will be omitted until properly edited. The intent of the online description is to make parents aware of your services. It is not intended to become a repository of information. Extensive information on your program may be provided to parents who contact you or with whom you come into contact at a provider fair that may be arranged by individual districts.**

Question: p. 10 Access to services—transportation bus information?

Answer: **I am not certain what you are asking, but here is some information on transportation for SES. The schools are not responsible for providing transportation for SES.**

From SES Non-Regulatory Guidance, June 13, 2005: V.K.K-11

- Must an LEA pay for or provide transportation to service providers?

No. An LEA may provide transportation to service providers, but is not required to do so under the law.

Question: Does a second location possibility have to have an address?

Answer: **Yes. It is required, as this information will be made public. In addition, parents will use this information when making decisions about provider choice.**

Question: What is the current monetary allocation/student?

Answer: **It varies from district to district.**

From SES Non-Regulatory Guidance, June 13, 2005: V.K.K-2

K-2. How much must an LEA pay for supplemental educational services?

The law establishes a joint funding mechanism for choice-related transportation and supplemental educational services. Unless a lesser amount is needed to meet demand for choice-related transportation and to satisfy all requests for supplemental educational services, an LEA must spend an amount equal to 20 percent of its Title I, Part A allocation, before any reservations, on:

1. Choice-related transportation;
2. Supplemental educational services; or
3. A combination of (1) and (2).

This means that the amount of funding that an LEA must devote to supplemental educational services depends in part on how much it spends on choice-related transportation.

However, if the cost of satisfying all requests for supplemental educational services exceeds an amount equal to 5 percent of an LEA's Title I, Part A allocation, the LEA may not spend less than that amount on those services.

An LEA may spend an amount exceeding 20 percent of its Title I, Part A allocation if additional funds are needed to meet all demands for choice-related transportation and supplemental educational services.

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